

## Assigning a Buyer

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NOTE: You must have the “Procurement Management” responsibility setup in PRISM to be able to perform this. If you currently do not have access to these menus and believe you should, please have your approving official contact the ARC Support Desk at [arcsupportdesk@bpd.treas.gov](mailto:arcsupportdesk@bpd.treas.gov) or 304-480-7272.

1. Click on “System Utilities”
2. Choose “Assign Buyers”
3. **Make sure that “Related Sites” is the “Site” option you choose**
4. Click Display
5. Check the box(es) next to the Requisitions you want to assign to a buyer
6. Click “Continue” at the bottom of the screen (**you may have to scroll down the page**)
7. Use the look-up button to assign a buyer, or type in the user id if you know it (**Make sure that “Current Site” is selected for “Site”, but if you do not see the desired user id then it is okay to choose “All Sites”**)
8. Once you pick a user click “Assign”